

## Report of the Task Group on Publications and Resources

The task group met during the past two weeks. Its members are; Pat Govender, Greg Moran, Enoch Sithole, Ivan ---- and Sarah Hetherington.

### Objectives:

1. To identify appropriate publications and resources which will be used to meet the aims of the CA.
2. To identify development and production personnel to deliver these products.
3. To map out a clear action plan, including deadlines.

### Method:

As agreed at plenary , the task group used the "4 W's and a H" as the basis of achieving its objectives. The following issues were identified as being the key questions/issues that needed to be clarified;

1. What material should be developed and why?
2. Who writes, edits and designs?
3. When will the task be completed - deadlines?
4. How will the material be presented - language/translation?
5. What approval mechanism/s will be put in place?
6. What quantities will be printed?
7. What are the budgetary requirements?
8. What human resources are needed?

### Areas the need publications and resources

- A. Public Relations
- B. Educational Publications and resources
- C. Historic publications and resources

### Issues that need to be addressed above individual item planning

1. Overall management of publications and resources
2. Translations
3. Approval mechanism
4. Human resources needed
5. Budgets
6. Repro and printing

## *A. Public Relations*

### i.) Stickers - bright and attractive

Development to be commissioned - to call on people to give comment on the draft.

*Deadline:* 15 January 199~~8~~<sup>6</sup>

### ii) Coca - Cola initiative

Printing of the Bill of Rights series on the back of the coke cans (contingent on the publication of the draft).

*Why* - raise awareness, invite comment, announce draft text

*Way forward* - manager to plan by September 15

*Deadline* - 15 December 1995, in order to maintain momentum during this period.

### iii) T-shirts

same as coke approach

### iv) Material for CPMs/special events

badges, stickers, caps, balloons,

Leonora to identify key dates which will determine deadlines by the end of August 1995.

## *B. Educational Materials*

### i) Constitutional Talk (News), ie print.

Will be published every two weeks

Sarah/Pat to do news - publishing of proposed draft text

Greg/Pat to do educational material including back page

12 pages - evaluate by September 15

### ii) Constitutional Talk (Views) ie TV

*What?*

Two formats

- current debate format

- educational material - probably a drama for 30 mins on a Saturday morning.

*Who?*

Greg to oversee writing with scriptwriter from a production house

*When?*

Deadline - to start in mid November after local govt elections

*How?*

Production house managed by Pat under Publications and Resources section

*Urgent tasks:*

- meeting with Safritel - Pat
- Quotes from production houses - Greg
- translation will be done by the production house.

iii) Constitutional Talk , ie radio

*What?*

30 min weekly educational programme

*Who?*

Greg to oversee script writing with scriptwriter from production house.

*When?*

As soon as station managers give the go ahead. Approval from SABC radio head, Govan Reddy has already been acquired.

*How?*

Production house managed by Pat and Greg.

iv) Training Manual

*What?*

Manual for trainers - deals with the CA process, the interim constitution, workshop skill, constitutionalism and developing a human rights culture and draft (when it is completed).

Work on non - contentious text will start immediately, giving rise to a resource package.

*Who?*

Greg to complete text and manage development by contracting out some of the work.

*When?*

One month after the draft text is published.

v) Summary

*What?*

Draft chapter in the manual will become the summary booklet. This is a

summary of the draft constitutional text, highlighting the key areas as well as the contentious areas.

*Who?*

Greg and Pat to contract out in parts

*When?*

10 weeks after the draft is released.

vi) Booklets

English is done

Translation into ten other languages - 16/08/95

Design - 8/9/95

Reproduction - 14/09/95

Printing - 2/10/95

vii) Posters

*What?*

4 A2 educational posters

What is a constitution?

The constitutional principles

The constitutional assembly

From the interim to the new constitution

*When?*

3 posters in development

English

Draft - 15/8/95

Approv - 17/8/95

Final artwk - 21/08/95

Repro - 25/08/95

Printing - 1/09/95

additional posters

To launch the draft - media/huntlascaris

Posters per chapter series

*New books/Educational supplements*

1. Explaining the draft series

*What?*

# 1: Introduction to the draft

# 2 - # 10 Per chapter, chapter 6 broken into 4.

Based on the summary in the training manual

Audience: primary - semi-literate

*Form?*

Newspaper supplements to be inserted into major language newspapers

This will form the basis for a resource book on the new constitution.

*Who?*

Greg, Pat and a designer.

*When?*

Booklet one

Text - end of August

Design - mid September

Print - end September

## 2. Pictorial history of the constitution-making process.

*What?*

Pictorial history book and on CD Rom

*When?*

At the end of the process.

Detailed proposal by the end of September by Pat

## 3. Workshop Pack

*What?*

Resources for trainers and facilitators

*Form?*

Manual, interim constitution, draft text, all CA materials including Hunt Lascaris ads, transparencies, A4 example of newsprint layout, LRC publications, "Know your constitution", "Making democracy work", CLC publications, "How to run a workshop".

*When?*

*How?*

Packaged in a CA box - to be designed by Pat, Greg and designer.

Budget  
to be submitted.

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- Management :  
By Pat  
- Translation

Approval :  
"C.A. talk" publication  
board  
Resources  
Contact designer + editor